

## Charter School Student Residence Report (DOE-SR)

Version 04.08.08

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School for the current school year. Based on legislation and the rules of the State Board of Education, the count of students will occur on **September 12, 2008**.

### Audience

This collection is required of Charter Schools only.

### Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. The file may be of any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must exist in the STN Lookup. The students reported on the DOE-SR will also be reported on the DOE-ME (Membership) for your school. Since both collections are due during the same collection period, you must submit the DOE-ME for all students, **before** submitting the DOE-SR for all students. Reviewing warnings and correcting errors on the DOE-ME before proceeding to the DOE-SR will reduce the number of errors and warnings on this collection. Any students added to the DOE-ME will also require additions to the DOE-SR.

The **required collection period** begins **September 12, 2008 through September 26, 2008, 8:00 a.m. (EST)**, which is the **final** date for the first submission. During this time you are required to submit the file to the Application Center, review the processing results of the data transfer, and review the reports in the Message Center for accuracy and keep a final copy on file. If there are any errors or inaccuracies you may correct the data and transmit the file again until the end of the collection period.

The **required signoff period** begins **September 26, 2008 at 9:00 a.m. through October 3, 2008, 8:00 a.m. (EST)**. The Office of Financial Management, Analysis and Reporting require the **Charter School Student Residence Report** to be signed by the Superintendent or Administrator and mailed to their division (see reference section for address). Click on the Printable View to obtain signature line and mailing address. The signed report must reflect the totals in the Application Center. **Any corrections or additions to the DOE-SR data after the report is mailed will require another signed and returned report.**

### Charter School Student Residence Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
<b>1</b> <b>A</b>	<b>School Number</b>	4	State Assigned School ID of the Charter School  <b>Required Field:</b> YES	School building where the student is located
<b>2</b> <b>B</b>	<b>Student Test Number (STN)</b>	9	Official Student Test Number (STN) assigned to student  <b>Required Field:</b> YES	Must currently exist in the STN lookup
<b>3</b> <b>C</b>	<b>Street Address</b>	30	Student's known street address  <b>Allowable Characters Are:</b>  0 - 9, A - Z, a - z, # (pound) (Period) and Space  <b>Required Field:</b> YES	DOE will compare to Census Mapping for verification of residence  No Post Office Box numbers allowed
<b>4</b> <b>D</b>	<b>City of Residence</b>	20	Student's known city of residence  <b>Allowable Characters Are:</b>  A - Z, a - z, and Space  <b>Required Field:</b> YES	DOE will compare to Census Mapping for verification of residence
<b>5</b> <b>E</b>	<b>State of Residence</b>	2	Student's known state of residence  <b>Allowable Values Are:</b>  Valid two letter state abbreviations  <b>Required Field:</b> YES	
<b>6</b> <b>F</b>	<b>Zip Code</b>	5	Student's zip code of residence	DOE will compare to Census Mapping for verification of residence
<b>7</b>	<b>Corporation of Legal Settlement</b>	4	Public school corporation number where the student resides	Use the School and Corp Lookup available in the Application Center for the correct

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
<b>G</b>			<b>Required Field:</b> YES	public corporation number.
<b>8</b>	<b>County of Legal Residence</b>	2	Valid County codes	Refer to List of Valid Indiana Counties
<b>H</b>			<b>Required Field:</b> YES	
<b>9</b>	<b>Corporation Attended in Prior School Year</b>	4	What is the corporation number where the student attended in the prior school year?  <b>Allowable Values Are:</b> Blank or spaces for Kindergarten students K001 = Home Schooled prior year K999 <u>or</u> 9999 = Out of State in prior year  <b>Required Field:</b> YES	Prior year = 2007-2008
<b>I</b>				
<b>10</b>	<b>Grade Level</b>	2	Grade level of the student.  <b>Allowable Values Are:</b>  KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult  <b>Required Field:</b> Yes	Pre-kindergarten (PK) are NOT reported for ADM or residence.  <b>13 =Grade 12+/Adult:</b> These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma.
<b>J</b>				

## References

<http://www.doe.state.in.us/stn>

Indiana Counties  
Indiana Corporations of Legal Settlement  
DOE-ME Membership Data Layout  
STN Calendar and Collection Schedules  
FAQ – Frequently Asked Questions

Mailing Address for the signed **Summary Report for the 2008-2009 School Year**

Office of Financial Management, Analysis & Reporting  
Room 229, State House  
Indianapolis, IN 46204-2798

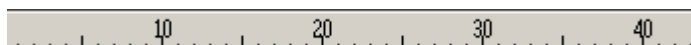
## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### Comma Delimited Format

0001,000105001,My address,My City,IN,46201,5385,49,5385,10

### Positional Format



## Charter School Student Residence Report (DOE-SR)

Version 04.08.08

0001000105007My Address

My City

IN46241538549538510

### XML Format

```
<XIF_SRData>
  <School Id="">
    <Student STN="">
      <SchoolUse Grade="" />
      <ResidenceInfo Address="" City="" State="" Zip="" PriorCorp="" />
      <LegalInfo LegalCorp="" LegalCounty="" />
    </Student>
  </School>
</XIF_SRData>
```

### Change History

Version	Change History
04.08.08	Dates updated for 08-09 collection.
	<b>Start of 08-09 Collection</b>
09.18.07	Periods changed in first paragraph, only 1 period will be collected Prior year changed to 2006-2007 on field 9
07.30.07	<b>Due dates changed</b> Removed second and third period collections
	<b>Start of 07-08 Collection</b>
08.31.06	Collection date changed from April 6 to May 1, 2007 per IC 20-19-4-2.
08.14.06	Punctuation changes in instructions
05.30.06	Grade Level added. Collection dates changed.
	<b>Start of 06-07 Collection</b>
09.08.05	Trial period removed. Conflict resolution removed. Reference to DOE-PS removed.
06.23.05	Added conflict resolution
06.16.05	Added second collection dates.
	<b>Start of 05-06 Collection</b>
09.29.04	Out of state and home school values added for field 9
09.09.04	Original Document